

TRAINING PROFILE FOR: Reports Officer

CODE NO: _____

2. PHASE: <u>Initial</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	<ol style="list-style-type: none"> 1. Orientation to the Intelligence Community and CIA's relationship to the Community 2. Organization of CIA - missions and functions of each office 3. An in depth orientation to the collection and production offices of the Agency 4. Basic operations procedures and philosophy 5. Effective writing if deemed appropriate 6. Intelligence Analysis as it relates to reports writing 7. Area familiarization - specific work assignment and that same general area of world 8. Intensive training in a world language if not recruited with the proficiency 9. Part-time training in the language of his job orientation 	<ol style="list-style-type: none"> OTR OTR OTR OTR OTR OTR OTR OTR OTR 	<ol style="list-style-type: none"> "Intelligence in World Affairs" "Intelligence in World Affairs" *"Intelligence Research and Techniques Course" *"Introduction to Operations" (6 weeks) *"Writing Workshop" tailored to DDO needs "Intelligence Writing Workshop" "Eastern Europe and USSR" Part-time academic courses at local universities Language Learning Center, full-time instruction Language Learning Center or external at local universities 	<ol style="list-style-type: none"> OTR OTR OTR OTR OTR OTR FSI external OTR OTR/ external

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2. BASE Adjustment CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Preparation for a rotation to case officer assignment, full time or part-time 2. World language brought to advanced levels 3. Specific language of work assignment brought to good reading level 4. Update on CIA and Intelligence Community 5. Effective writing if deemed appropriate 6. Effective briefing if deemed appropriate	OTR OTR OTR OTR OTR OTR	*"Introduction to Operations" (6 weeks) Language Learning Center or Foreign Service Institute Language Learning Center, part-time reading instruction "CIA Today and Tomorrow" "Effective Writing Workshop" *"Effective Briefing Workshop"	OTR OTR OTR OTR OTR OTR

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2. PHASE: <u>Middle</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Executive development programs when deemed appropriate	OTR	"Midcareer Course"	OTR
	2. Preparation for rotation assignment to DDI or the Department of State for 3-6 months	OTR	"Intelligence Writing Technique Course"	OTR
	3. Preparation for rotation to a country desk in OCI. This should include area studies in some depth	OTR	*"Area Seminar - (name of country)"	OTR
	4. Update language skills	OTR	Language Learning Center, part time	OTR
	5. Update operational skills	OTR	*"Operations Seminar - (name of area)"	OTR
	6. Management training	OTR	*"Middle Management Counsel (GS 11-13)"	OTR
	7. Reinforce interest in area studies and political science through academic courses part time	OTR	"International Relations of Africa"	American Univ.

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2. PHASE: <u>Sabbatical</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	<ol style="list-style-type: none"> 1. Update on CIA and Intelligence Community 2. Preparation for rotational assignment to broaden perspective - one year to a DDI office, other government agency or university for an advanced degree 3. Update language skills 4. Reappraisal orientation possibly towards retirement preparations 5. Liberal approval of time for personal counseling possibly on investments and savings 	<p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OP</p> <p>OP</p>	<p>"CIA Today and Tomorrow"</p> <p>*"Representational Seminar" for employees going to assignments where they officially represent the Agency</p> <p>Master's degree, School of International Service</p> <p>Language Learning Center, part time</p> <p>*"A Second Career"</p> <p>*"Preparation for the Future"</p>	<p>OTR</p> <p>OTR</p> <p>American Univ.</p> <p>OTR</p> <p>OP</p> <p>OP</p>

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2. PHASE: <u>Senior</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Management updating	OTR	"Advanced Management Program"	OTR
	2. Update language skills	OTR	Language Learning Center, part time	OTR
	3. Update Agency and Intelligence Community	OTR	"CIA Today and Tomorrow"	OTR

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2. PHASE: <u>Departure</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	Retirement programs	OP	"Retirement Seminar"	OP